



National Science Foundation

Rotational Vacancy

ANNOUNCEMENT NO: E20030071-Rotator

OPEN: 06/09/2003

CLOSE: 08/18/2003

POSITIONS WILL BE FILLED ON A ONE OR TWO YEAR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS OR TEMPORARY BASIS.

INDIVIDUALS WISHING TO APPLY TO THE PERMANENT POSITION SEE VACANCY ANNOUNCEMENT NUMBER E20030070.

The National Science Foundation is seeking a qualified candidate to be filled in the Antarctic Sciences Section, Office of Polar Programs (OPP), Office of the Director, Arlington, VA. Selected candidate will be filled as a Physical Science Administrator (Program Manager), AD-1301-04. OPP is responsible for planning, funding, and overseeing a program of scientific research in Antarctica. The Antarctic Sciences Section supports multidisciplinary basic research into processes in Antarctica that determine or affect the environment. The goals of the Program are to expand fundamental knowledge of the region, to foster research on global and regional problems of current scientific importance, and to utilize the region as a platform or base from which to support research.

The Position will be filled on a one or two year Intergovernmental Personnel Act (IPA) or under the terms of the Temporary Appointment. Temporary appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For IPA assignments, the individual remains on the payroll of his/her institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. The individual remains an employee of the home institution. The salary range, which includes a locality pay adjustment, is from \$81,602 to \$127,168 per annum depending on qualifications and experience.

DUTIES AND RESPONSIBILITIES: This position is that of Program Manager for Antarctic Geology and Geophysics in the Antarctic Sciences Section of the Office of Polar Programs. This position is responsible for the management and planning of the Antarctic Geology and Geophysics (AG&G) research programs working with U.S. institutions and scientists, as well as those in other nations. Additional duties and responsibilities include the following:

- Recommends award of funds and field support for research after appropriate project review and with appropriate regard for program balance.
- Reviews supported projects and is responsible for the selection of reviewers and panelists.
- Oversees NSF-funded Antarctic science programs in a broad range of AG&G sub-disciplines, including, as appropriate, grantee development of specialized instrumentation prior to its movement to Antarctica.
- Evaluates the utilization of scientific and logistical resources for AG&G research.
- Develops and establishes long-range program goals and annual program plans for AG&G research.
- Works with the Antarctic Research Support Manager and the Antarctic Ship Operations Manager to plan and implement science projects requiring significant logistical resources.
- Advises the Director, Office of Polar Programs, through the Head, Antarctic Sciences Section, on programs of international exchange and cooperation in Antarctic Geology & Geophysics.
- Serves, when needed, as the National Science Foundation Representative in Antarctica.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in geological or solid earth geophysical sciences, preferably with knowledge of Antarctic geosciences. In addition, at least six years of research, research administration, and/or managerial experience (especially field programs) in the areas previously mentioned. **Incumbent must be able to pass a physical examination according to standards used for USAP medical/dental screening for travel to Antarctica.**

HOW TO APPLY: Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: **E20030071-Rotator**. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to Jackie Jackson, at (703) 292-4358. For technical information, contact Pawnee Maiden, Office of Polar Programs, at (703) 292-8030. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at www.nsf.gov/jobs. Applications may be transmitted electronically to rotator@nsf.gov.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER